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TO: Department Directors, Appointing Authorities and Personnel Officers

FROM: Resa Siedhoff, Director of Personnel

DATE: October 1, 2001

SUBJECT: Military Leave

Recent changes to federal law indicate that federal military leave is now provided on a work day basis, rather than a calendar day basis. The state statute does not reflect this change, but the state of Missouri will comply with the federal law changes that went into effect December 21, 2000. The intent of this change at the federal level is to grant an employee paid military leave for the hours the employee otherwise would have worked and received pay. Basically, the one hundred and twenty hours (15 days) of paid military leave is now applied as the equivalent of three 40-hour work weeks. Employees who qualify for federal military leave will no longer be charged military leave for non-work days (typically weekends and holidays) that occur within the period of military service.

Currently, state statute (RSMo 105.270) indicates that paid military leave can be granted under competent orders for a period not to exceed a total of fifteen calendar days in a federal fiscal year (October 1 through September 30). The provisions of 1 CSR 20-5.020 (4) of the rules of the Personnel Advisory Board and Division of Personnel govern the provision of paid military leave, and the use of accumulated annual leave or comp time prior to an employee being placed on an unpaid leave of absence, should the employee so desire.

The proposed changes to update the state statute and the rules of the Personnel Advisory Board and Division of Personnel are underway. In the meantime, the Division of Personnel will be issuing a memorandum further delineating how these federal changes will be applied to the state of Missouri. Please contact the Division of Personnel at (573) 751- 1660 for more information.